



POLICE OFFICER

FLSA Status: Non-Exempt

Revised: December 2005, November 2006, May 2007

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

Under general supervision of a Police Sergeant, the Police Officer is a sworn position assigned to field operations to patrol for the prevention and detection of crime and enforcement of laws and regulations within the philosophy of community oriented policing. Incumbents are normally expected to solve most work problems independently and to refer to supervisory personnel only those matters which involve policy decisions, technical questions and unusual problems at the entry level and make recommendations at the advanced level, but do not have independent purchasing authority

DISTINGUISHING CHARACTERISTICS

The Police Officer is distinguished from the Police Recruit by completion of P.O.S.T. Basic Police Academy training. This is a non-supervisory position.

TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Enforces laws and regulations and apprehends law breakers
- Conducts crime investigations
- Patrols for the prevention and detection of crime and enforcement of laws and regulations
- Responds to radio messages or telephone instructions and investigates reported disorders or crimes
- Notes and reports complaints, accidents, offenses and damages to property
- Reports abandoned or damaged vehicles
- Directs traffic
- Makes arrests, issues citations and warnings
- Prepares reports on arrests and property impounded
- Inspects crime scenes and questions witnesses
- Analyzes clues and information related to criminal activities
- Reviews modus operandi of known criminals
- Reports on the progress of investigations and prepares assigned cases for court
- Serves warrants
- Appears in court to testify regarding arrests and other law enforcement activities
- Writes complex and detailed reports
- Operates patrol vehicles
- Administer first aid or CRP when appropriate
- Develops cooperative working relationships and mutual aid agreements with other local public safety representatives
- Develops and maintains partnership building with the residential and business community as well as the other working departments within the Town of Colma
- Adheres to department rules, regulations, orders and procedures
- Other related duties

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive municipal law enforcement program
- California driving regulations and motor vehicle operations
- Basic English composition, grammar and spelling
- Basic Math
- Simple record keeping methods
- Methods and techniques of criminal investigation
- Law enforcement theory, principles and practices and their application to a wide variety of services and programs
- Principles and practices of crime prevention, suppression and law enforcement
- Use of firearms and other modern police equipment

Ability to:

- Represent the Town in a positive manner
- Exercise excellent customer service skills including patience and professionalism at all times
- Maintain physical condition appropriate to the performance of peace officer duties and responsibilities
- Effectively deal with personal danger
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating equipment and vehicles
- Exercise sound judgment and rational thinking under stressful circumstances
- Demonstrate intellectual capabilities during training and testing processes
- Follow written and oral instructions and procedures
- Utilize word processing and spreadsheet programs and personal computer
- Work effectively with a wide variety of individuals and groups, including other staff and the public
- Acquire knowledge of applicable policies, practices and functions of the division, department, Town and other governmental agencies
- Prepare and maintain accurate records and reports
- Operate a variety of office equipment
- Maintain a high degree of confidentiality

EDUCATION AND EXPERIENCE

Must attain 21 years of age at date of appointment.

Any combination of education and experience that would likely provide the required knowledge and abilities. Typical ways would be:

- Possession of a G.E.D. or High School Diploma or equivalent
- Completion of at least thirty (30) semester units at an accredited college or university (by the due date for the application), to be eligible to participate in the selection process
- Previous volunteer or paid experience in law enforcement is desired

Licenses and Certificates

- P.O.S.T. certification within the last 3 years
- Possession of, or the ability to obtain, a valid California Driver License, which must be maintained as a condition of employment, as well as a satisfactory driving record
- Certification in First Aid and CPR

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Ability to review reports and correspondence quickly and accurately

- Hearing and vision necessary to perform all duties of police service
- Dexterity and agility sufficient to operate and care for firearms
- On a continuous basis, incumbents must sit in a vehicle or in meetings for long periods of time
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Use a telephone, computer, two-way radio
- Communicate through written means
- Establish and maintain interpersonal relations with department and staff, administrators and the public
- Interpret a variety of legal codes and regulations, and accurately and effectively communicate same to the public
- Work extended and/or flexible hours including nights, weekends and holidays
- Perform all duties listed on the job description except those determined to be incidental